



COUNTY OF LOS ANGELES
invites applications for the position of:

ACCOUNTING SYSTEMS TECHNICIAN

SALARY: \$4,432.00 - \$5,813.00 Monthly
\$53,184.00 - \$69,756.00 Annually

OPENING DATE: 06/21/16

CLOSING DATE: Continuous

POSITION/PROGRAM INFORMATION:

Department of Mental Health

Exam Number: b0665A

First Day of Filing: 06/22/2016

Open Competitive Job Opportunity

This examination will remain open until the need of the service are met and is subject to close without prior notice.

DEFINITION:

Performs professional accounting systems analysis work in connection with the internal audit, development, evaluation, and review of large-scale and complex fiscal control systems for State and Federally financed welfare and other programs.

ESSENTIAL JOB FUNCTIONS:

Conducts studies of claiming database records pertinent to welfare and other State and Federally funded programs and determines if departmental claiming practices conform to applicable laws and regulations.

Prepares work papers, schedules, statistical summaries, and formal reports to support findings.

Studies and drafts corrective actions to integrated system error findings.

Writes detailed policy and procedures manuals pertinent to Medi-Cal, Medicare, and other Health Coverage service claiming procedures, fiscal record keeping, and audit trails.

Participates in discussions of fiscal matters with departmental personnel.

Participates in the study, evaluation, development, and implementation of service claiming systems to be incorporated in electronic data processing systems.

Assists in testing business rules incorporated into electronic data processing systems.

Leads the work of accountants participating in electronic data processing studies, as needed.

REQUIREMENTS:

SELECTION REQUIREMENTS:

TRAINING AND EXPERIENCE:

A Bachelor's Degree from an accredited college with twenty-one units of accounting including cost accounting and auditing **and** two years professional auditing or accounting experience at the level of Accountant II* in the services of Los Angeles County.

LICENSE:

California Class C Driver's License.

PHYSICAL CLASS:

Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

SPECIAL REQUIREMENT INFORMATION:

*Experience at the level of Accountant II in the services of Los Angeles County is defined as performing a full range of professional accounting and auditing work in the preparation, analysis, review, maintenance, reconciliation and control of financial records and fiscal revenue and expenditures forecasting.

DESIRABLE QUALIFICATIONS:

Experience researching, gathering, documenting, identifying or extracting service claims data using integrated system databases to prepare monitoring and service cost analysis.

Experience interpreting and analyzing Contracts and/or Memorandums of Understanding (MOUs) to perform electronic data analysis and summarize claiming information and ensure accuracy and compliance with contract terms and provisions.

Experience in developing and implementing electronic data processing systems, procedures, and policies.

Experience in writing detailed policies and procedures manuals pertinent to electronic claiming procedures and fiscal record keeping.

Experience testing applicable internal controls in an electronic data system environment.

ADDITIONAL INFORMATION:

EXAMINATION CONTENT: This examination will consist of an evaluation of training, experience based upon application information and desirable qualifications weighted 100%. Candidates must achieve a passing score of 70% or higher in order to be placed on the eligible register.

ELIGIBILITY INFORMATION: The names of the candidates receiving a passing score on the examination will appear on the eligible register in the order of their score group for a period of twelve (12) months following the date of eligibility. Applications will be processed on an as-received basis and promulgated to the eligible register accordingly.

No person may compete for this examination more than once in a twelve (12) month period.

VACANCY INFORMATION: The resulting eligible register for this examination will be used to fill vacancies within the Department of Mental Health.

APPLICATION AND FILING INFORMATION: All applicants are required to submit a Standard County of Los Angeles Employment Application online only. Resumes cannot be accepted in lieu of applications, although resumes may be uploaded as attachments to the applications. This examination will remain open until the need of the Department is met and is subject to closure without prior notice.

We must receive your application by 5:00 pm, PST, on the last day of filing.

TRANSCRIPTS: In order to receive credit for any college coursework, or any type of college degree, you must provide a legible copy of the official diploma, official transcripts or official letter from the accredited* institution which shows the area of specialization, **at the time of filing or within 15 calendar days from the application filing date.**

ACCREDITATION INFORMATION:

*****Accreditation:** Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or The Association of International Credential Evaluators, Inc. (AICE).

Additional documents may be sent to exams@dmh.lacounty.gov, please include exam number and exam title in the subject line.

The acceptance of your application will depend on whether you have clearly shown that you meet the Selections Requirements. Please be sure your application indicates complete information, including dates for education and jobs held which relate to this position. For each job held, give the name and addresses of your employer, job title, beginning and end dates, description of work performed, total number of hours worked (full or part-time), and salary earned. Resumes showing training and experience may be attached to the Los Angeles County Application. All

information and records are subject to verification.

Falsification of records can result in disqualification from the examination or termination of employment.

SOCIAL SECURITY NUMBER: All applicants must enter a valid social security number at the time of filing. Entering anything other than a valid social security number (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES: For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

NO SHARING OF USER ID, E-MAIL AND PASSWORD: All applicants must file their application using their own user ID and password. Using a family member's or friend's user ID and password may erase a candidate's original application record.

DEPARTMENT CONTACT:

HR Examinations Unit: (213) 972-7034

Nicholas Jordan, Exams Analyst
(213) 972-7047
najordan@dmh.lacounty.gov

ADA COORDINATOR PHONE: (213) 972-7034

TELETYPE PHONE: (800) 735-2922

CALIFORNIA RELAY SERVICES PHONES: (800) 735-2922

**COUNTY OF LOS ANGELES
Employment Information**

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Your Responsibilities:

1. Completing Your Application:

- a. Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.
- b. Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.
- c. Your Social Security Number must be included for record control purposes. Federal law requires that all employed persons have a Social Security Number.
- d. To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.

2. Minimum or Selection Requirements are listed in the job posting.

- a. YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THESE REQUIREMENTS. The information you give will determine your eligibility and is subject to verification at any time.
- b. You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.
- c. Your experience may be paid or unpaid unless the

Social Security Act of 2004: Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

Record of Convictions: As part of the selection process you may be required to complete and submit a Candidate Conviction History Questionnaire (CCHQ). PLEASE DO NOT SUBMIT THE CCHQ WITH YOUR APPLICATION, unless instructed to do so. A full disclosure of all convictions is required, when requested. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles

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job posting states otherwise. Experience is evaluated on the basis of a verifiable 40-hour week.

(County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

3. Application Deadline:

a. All job applications must be completed and submitted by the last day of the filing period and closing time indicated on the job posting. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.

b. Applications for positions designated "Apply in Person" must be filed in person at the address provided on the job posting.

For more information regarding convictions that are not subject to disclosure, please refer to the CCHQ from the link below:

http://file.lacounty.gov/dhr/CCHQ_2014.pdf

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number on the job posting. The County will attempt to meet reasonable accommodation requests whenever possible.

4. Change of Name or Address:

To change personal information such as your name or address, log into your profile and make the necessary change. This can be done at any time.

5. Promotional Examinations:

a. Some of your experience may have been in a position in which such work is not typically performed. If such experience is permitted as indicated on the job posting, a signed Verification of Experience Letter (VOEL) signed by your department's Human Resources Office must be attached to your application unless otherwise stated on the job posting.

b. If indicated on the job posting, permanent employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or at the time of filing for open continuous exams.

Veteran's Credit: In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: During a declared war; -or- During the period April 28, 1952 through July 1, 1955; -or- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; -or- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

6. Equal Employment Opportunity/Non-Discrimination Policy:

a. It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.

b. If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process for a physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR LISTED ON THE JOB POSTING. The provision of reasonable accommodation may be subject to verification of disability as allowable with State and Federal law. All disability-related information will remain confidential.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit.

Disclaimer: The County of Los Angeles is not responsible or in any way liable for any computer hardware or software malfunction which may affect the employment application or the application selection process.

You assume all responsibility and risk for the use of this

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system and the Internet generally. This system and the information provided on it are provided on an "as is" and "as available" basis without warranties of any kind, either express or implied. No advice or information given by the County of Los Angeles or its respective employees shall modify the foregoing or create any warranty.

The County of Los Angeles expressly disclaims any warranty that the information on this system or on the Internet generally will be uninterrupted or error free or that any information, software or other material accessible from the system is free of viruses or other harmful components. You shall have no recourse against the County of Los Angeles as the system provider for any alleged or actual infringement of any proprietary rights a user may have in anything posted or retrieved on our system.

The County of Los Angeles shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this system, or otherwise arising out of the use of this system, the Internet generally or on any other basis.

NOTE: Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the Internet.

By accepting the Use Disclaimer set forth here, you agree to all of the above terms and further agree to use this Online Job Employment Application System only for the submission of bona fide employment applications to the County of Los Angeles. Any other use of this Online Job Employment Application System, including without limitation any copying, downloading, translation, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

Benefit Information: Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) – unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

Los Angeles County Child Support Compliance

Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

The California Fair Employment and Housing Act (Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

Test Preparation: Study guides and other test preparation resources may be accessed through the Department of Human Resources website at: <http://hr.lacounty.gov>. Additional test preparation resources may be listed on the job posting.

Accreditation Information: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

<http://hr.lacounty.gov>*****
Los Angeles, CA 90010**ACCOUNTING SYSTEMS TECHNICIAN Supplemental
Questionnaire**

- * 1. The information you provide on this supplemental questionnaire will be evaluated and used to determine your eligibility to participate in the next phase of the examination process. Please be as specific as possible and include all information as requested. Comments such as "see resume or application" will not be considered as a response. Please note that all information is subject to verification at any time in the examination and hiring process. Falsification of any information may result in disqualification or dismissal.

☐ I understand the above information and instructions.

- * 2. DO YOU HAVE A BACHELOR'S DEGREE FROM AN ACCREDITED COLLEGE WITH TWENTY-ONE UNITS OF ACCOUNTING INCLUDING COST ACCOUNTING, AND AUDITING? In order to receive credit for the required degree you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization at the time of filing or within 15 calendar days of filing.

☐ Yes

☐ No

- * 3. **SELECTION REQUIREMENTS - TRAINING AND EXPERIENCE:** DO YOU HAVE TWO (2) YEARS PROFESSIONAL AUDITING OR ACCOUNTING EXPERIENCE AT THE LEVEL OF ACCOUNTANT II OR HIGHER? *Experience at the level of Accountant II in the services of Los Angeles County is defined as performing a full range of professional accounting and auditing work in the preparation, analysis, review, maintenance, reconciliation and control of financial records and fiscal revenue and expenditures forecasting.

☐ Yes

☐ No

4. DESCRIBE IN DETAIL YOUR EXPERIENCE RESEARCHING, GATHERING, DOCUMENTING, IDENTIFYING, OR EXTRACTING SERVICE CLAIMS DATA USING INTEGRATED SYSTEM DATABASES TO PREPARE MONITORING AND SERVICE COST ANALYSIS.
5. DESCRIBE IN DETAIL YOUR EXPERIENCE INTERPETING AND ANALYZING CONTRACTS AND/OR MEMORANDUM OF UNDERSTANDING TO PERFORM ELECTRONIC DATA ANALYSIS AND SUMMARIZING CLAIMING INFORMATION AND ENSURE ACCURACY AND COMPLIANCE WITH CONTRACT TERMS AND PROVISIONS.
6. DESCRIBE IN DETAIL YOUR EXPERIENCE DEVELOPING AND IMPLEMENTING ELECTRONIC DATA PROCESSING SYSTEMS, PROCEDURES, AND POLICIES.
7. DESCRIBE IN DETAIL YOUR EXPERIENCE WRITING DETAILED POLICIES AND PROCEDURE MANUALS PERTINENT TO ELECTRONIC CLAIMING PROCEDURES AND FISCAL RECORD KEEPING.
8. DESCRIBE IN DETAIL YOUR EXPERIENCE TESTING APPLICABLE INTERNAL CONTROLS IN AN ELECTRONIC DATA SYSTEM ENVIRONMENT.

- * Required Question



COUNTY OF LOS ANGELES
invites applications for the position of:

ADMINISTRATIVE ASSISTANT II

SALARY: \$4,208.46 - \$5,519.74 Monthly
\$50,501.52 - \$66,236.88 Annually

OPENING DATE: 06/24/16

CLOSING DATE: 07/08/16 05:00 PM

POSITION/PROGRAM INFORMATION:

OFFICE OF THE DISTRICT ATTORNEY



TRANSFER OPPORTUNITY NOTICE
Restricted to permanent employees of Los Angeles County

ADMINISTRATIVE ASSISTANT II
Bureau of Administrative Services
Human Resources Division, Classification/Compensation Unit

ABOUT THE POSITION: The Los Angeles County District Attorney's Office is seeking a self-motivated, well-organized, and enthusiastic individual to fill an Administrative Assistant II vacancy in the Bureau of Administrative Services, Human Resources Division, Classification/Compensation Unit. This position performs a variety of classification and compensation duties and reports to the Senior Departmental Personnel Technician of the Classification/Compensation Unit.

DESIRABLE QUALIFICATIONS:

- Experience in classification and compensation including conducting job analyses; preparing Ordinance Position Authority forms, duty statements, and organizational charts; evaluating various special pay practices and bonus requests; writing memos; and conducting special projects.
- Experience using Microsoft Office applications (Word, Excel, Access, Visio, etc).
- Knowledge of the Los Angeles County Code, Civil Service Rules, the Department of Human Resources' *Policies, Procedures, and Guidelines*, the Interpretive Manual, and various Memoranda of Understanding provisions.
- Excellent oral and written communication, grammar, and proof-reading skills.
- Strong research, analytical, and organizational skills.
- Excellent customer service and interpersonal skills.
- Ability to work independently and as part of a team.
- Ability to maintain a high degree of confidentiality.
- Ability to effectively manage multiple tasks, shifting priorities, and changes in the organization.
- Ability to produce work that is neat, thorough, and accurate while under the pressure of deadlines.
- Possesses a keen attention to detail.

PLEASE DO NOT APPLY ONLINE

REQUIREMENTS:

ACCEPTING RESUMES FROM: Only permanent employees of Los Angeles County who meet one of the two options below may apply.

1. Option 1: Currently holds the payroll title of either Administrative Assistant II or Management Assistant
2. Option 2: Currently on the active Administrative Assistant II or Management Assistant certification list(s).

Interested employees must submit a cover letter of interest, a resume detailing relevant work experience, two writing samples, and copies of the last two performance evaluations. Only the most qualified candidates will be invited for an interview.

PLEASE SUBMIT THE REQUESTED DOCUMENTS TO:

Glenda Rodil
Human Resources Division
211 West Temple Street, Suite 200
Los Angeles, CA 90012
Telephone: (213) 257-2714
E-mail: grodil@da.lacounty.gov

NO LATER THAN: FRIDAY, JULY 8, 2016

****THIS IS NOT AN OFFICIAL ANNOUNCEMENT FOR A CIVIL SERVICE EXAMINATION****

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- a. Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.
- b. Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.
- c. Your Social Security Number must be included for record control purposes. Federal law requires that all employed persons have a Social Security Number.
- d. To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.

2. Minimum or Selection Requirements are listed in the job posting.

- a. YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THESE REQUIREMENTS. The information you give will determine your eligibility and is subject to verification at any time.
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6. Equal Employment Opportunity/Non-Discrimination Policy:

a. It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.

b. If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process for a physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR LISTED ON THE JOB POSTING. The provision of reasonable accommodation may be subject to verification of disability as allowable with State and Federal law. All disability-related information will remain confidential.

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Veteran's Credit: In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: During a declared war; -or- During the period April 28, 1952 through July 1, 1955; -or- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; -or- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the

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process.

documentation for each open competitive exam to qualify for veteran's credit.

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The County of Los Angeles expressly disclaims any warranty that the information on this system or on the Internet generally will be uninterrupted or error free or that any information, software or other material accessible from the system is free of viruses or other harmful components. You shall have no recourse against the County of Los Angeles as the system provider for any alleged or actual infringement of any proprietary rights a user may have in anything posted or retrieved on our system.

The County of Los Angeles shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this system, or otherwise arising out of the use of this system, the Internet generally or on any other basis.

NOTE: Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the Internet.

By accepting the Use Disclaimer set forth here, you agree to all of the above terms and further agree to use this Online Job Employment Application System only for the submission of bona fide employment applications to the County of Los Angeles. Any other use of this Online Job Employment Application System, including without limitation any copying, downloading, translation, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

Benefit Information: Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) – unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

Los Angeles County Child Support Compliance

Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

The California Fair Employment and Housing Act (Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

Test Preparation: Study guides and other test preparation resources may be accessed through the Department of Human Resources website at: <http://hr.lacounty.gov>. Additional test preparation resources may be listed on the job posting.

Accreditation Information: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

COUNTY OF LOS ANGELES
Employment Information

Any language contained in the job posting supersedes any language contained below.

APPLICATIONS MAY BE FILED ONLINE AT:

Position #T0888A
ADMINISTRATIVE ASSISTANT II
RD

<http://hr.lacounty.gov>

Los Angeles, CA 90010



COUNTY OF LOS ANGELES
invites applications for the position of:

AGRICULTURAL/WEIGHTS AND MEASURES INSPECTOR I

SALARY: \$4,006.74 - \$4,977.10 Monthly
\$48,080.88 - \$59,725.20 Annually

OPENING DATE: 06/23/16

CLOSING DATE: Continuous

POSITION/PROGRAM INFORMATION:



DEPARTMENT OF AGRICULTURAL COMMISSIONER/WEIGHTS AND MEASURES

FILING DATES: June 27, 2016 at 8:00 a.m. (PST) - Until the needs of the service are met and is subject to closure without prior notice.

EXAM NUMBER: V0007E

TYPE OF RECRUITMENT: Open Competitive Job Opportunity

JOB TYPE: Permanent

DEFINITION:

Under direct supervision, performs inspections and enforcement activities related to Federal, State and local agricultural and/or weights and measures laws, regulations, ordinances, and policies for consumer and agricultural industry protection.

CLASSIFICATION STANDARDS:

Positions allocable to this class perform inspection and enforcement activities under direct supervision and may assist higher level inspectors with more difficult or complex tasks. Incumbents have completed initial agricultural and weights and measures inspection cross training at an associate level, and are expected to exercise a knowledge of Federal, State and local laws, regulations and ordinances regulating the use of pesticides, quarantine, standardization, scales, meters and the labeling and packaging of consumer products. All positions must have knowledge of field sampling techniques, interpersonal skills including negotiation and persuasion, the ability to communicate applicable codes and explain violations, and basic investigative and interviewing skills. Incumbents are required to demonstrate and exercise a progressively increasing knowledge of inspection techniques and functions and may be required to rotate through any of the various departmental assignments prior to completion of a one-year probationary period. Positions in this class perform tasks such as bending, stooping, and lifting objects over 25 pounds in the performance of their duties.

ESSENTIAL JOB FUNCTIONS:

Gathers and compiles information and prepares reports, issues citations or violations and collects appropriate fees; interprets and enforces government acts and regulations and explain required standards to customers; warns violators of infractions or penalties; maintains records and prepares reports on inspections, pest control activities and related matters; uses a variety of hand-held or other equipment such as, but not limited to, refractometers, scales, graduated measures, hydrometers and laptop or tablet computers; receives and provides training in the safe and effective use of various tools and equipment utilized in any inspection, investigation or enforcement activities that may be assigned; responds to inquiries and complaints from other agencies and the public; collects samples from animals, plants, or products and route them to laboratories for microbiological assessment, ingredient verification, or other testing; visits establishments to verify that valid licenses, penalty notices, or permits are displayed and that licensing standards are being upheld; inspects produce cases, nursery stock, commodities, and other packaged goods weighing 25 pounds or more; inspects shipments for compliance with labeling, weighing and measuring codes, issues inspection certificates; uses a variety of mathematical formulae, including algebra; may act as a witness in administrative, criminal and civil cases; evaluates applications, records, or documents to gather information about eligibility or liability issues; advises licensees or other individuals or groups concerning licensing and permit regulations; monitors pesticide use by commercial applicators including types of pesticides used and application techniques; reports law or regulation violations to appropriate boards or agencies; inspects orchards, farms, nurseries, mills, apiaries, and plant shipments for agricultural pests and diseases and ensures adequate plant pest quarantine measures are taken; inspects and enforces agricultural product standards for fruits, vegetables, and eggs; inspects, tests, seals or condemns weighing and measuring devices used in commercial transactions; performs test purchases or sales to verify accurate weight or measure; confers with or interviews officials, technical or professional specialists, or applicants to obtain information or to clarify facts relevant to licensing decisions; prepares correspondence to inform concerned parties of licensing decisions or appeals processes; directs or monitors the quarantine and treatment or destruction of plants or plant products.

REQUIREMENTS:**SELECTION REQUIREMENTS:**

OPTION I: A Bachelor's degree from an accredited* college or university with specialization in one or more appropriate disciplines in agricultural science, biological science, chemical science, physical science, mathematics, and/or statistics, including the completion of at least one college level course in the field of Botany or Entomology** - **AND-** One year of paid, full-time work experience performing agricultural or weights and measures inspection functions for a public jurisdiction. Any remaining required Botany or Entomology course must be completed within one year from the time of appointment.***

OPTION II: A Bachelor's degree from an accredited* college or university with specialization in any discipline with a minimum of 30 semester units, or equivalent, in one or any combination of the following disciplines: agricultural science, biological science, chemical science, physical science, mathematics, and/or statistics** -**AND-** One year of paid, full-time work experience performing agricultural or weights and measures inspections for a public jurisdiction.

OPTION III: One year of paid, full-time work experience as an Associate Agricultural/Weights & Measures Inspector**** in the service of the County of Los Angeles -**AND-** The successful completion of at least one college level course in the field of Botany or Entomology**. Any remaining required Botany or Entomology course must be completed within one year from the time of appointment.***

LICENSE:

One valid State of California Weights and Measures license in either Weight Verification **or** Measurement Verification - **AND-** One Agricultural license in Pest Prevention and Plant Regulation **-AND-** A valid California Class C Driver License is required to perform job-related essential functions.

License Information: All successful applicants for this position will be required to obtain a copy of his/her driving record from the California State Department of Motor Vehicles before being appointed. A copy of your driving record must be presented at the time of your appointment. License must not be suspended, restricted or revoked. **AN APPLICANT WHOSE DRIVING RECORD SHOWS FOUR OR MORE MOVING VIOLATIONS WITHIN THE LAST TWO YEARS WILL NOT BE APPOINTED.**

PHYSICAL CLASS IV - Arduous: Involves frequent heavy lifting over 25 pounds, often combined with bending, twisting, or working on irregular surfaces; and occasionally requires extraordinary physical activity.

SPECIAL REQUIREMENT INFORMATION:

*Accredited colleges and universities include all four-year colleges and universities that meet the accreditation guidelines indicated on the bulletin.

In order to receive credit for any college course work or for completion of a training program or seminar program, you must include a legible copy of the official college or university degree **-AND- transcripts, official license, or official certificate of completion, respectively, with your application or within 15 calendar days of filing.

***Successful completion of the probationary period includes completion of the remaining required course work in the field of Botany **-OR-** Entomology. Failure to provide successful completion of the required course work prior to the end of the probationary period will result in being released from the position of Agricultural/Weights and Measures Inspector I.

****To qualify, applicants must have County status in the class, as evidenced by holding or have held such payroll title. **NO OUT-OF-CLASS EXPERIENCE, VERIFICATION OF EXPERIENCE LETTER (VOEL), AND WITHHOLD WILL BE ACCEPTED.**

ADDITIONAL INFORMATION:**EXAMINATION CONTENT:**

This examination will consist of a written test weighted 100% that consists of both computerized and paper-and-pencil components covering Written Expression, Reading Comprehension, Data Analysis and Decision-Making, Office Practices and Procedures, Customer Service, Achievement Orientation, Dependability, Customer Service Potential, Customer Focus, Conscientiousness, Retention, and Professional/Technical Expertise.

Applicants must meet the Selection Requirements and achieve a passing score of 70% or higher on the written test in order to be placed on the eligible register.

THE WRITTEN TEST IS NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

TRANSFER OF SCORES:

Applicants that have taken identical written test part(s) for other exams within the last 12 months, will have their written test responses for the identical test part(s) automatically transferred to this examination.

This examination contains test parts that may be used in the future for new examinations. Your scores will be transferred to the new examination and you may not be allowed to re-take any identical test parts for at least 12 months.

Please Note: Invitation letters to the written test may be sent electronically to the email address provided on the application. It is important that candidates provide a valid email address. Please add gtung@hr.lacounty.gov, acortez@acwm.lacounty.gov, and info@governmentjobs.com to your email address book and list of approved senders to prevent email notifications from being filtered as spam/junk mail.

Final results will be sent by U.S. mail. **Written test scores cannot be given over the phone.**

TEST PREPARATION

Study guides and other test preparation resources are available to help candidates prepare for employment tests. An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at <http://hr.lacounty.gov/>. Please click on "Find a Job" and then "Job Search Toolkit." Test Preparation information is located under the "Employment Test Assistance" section.

You can also access test preparation for the computerized portion of the test by going to http://www.shldirect.com/practice_tests.html. While the guides will help in preparing for the test, we advise you to review all related materials that you deem necessary.

ELIGIBILITY INFORMATION:

The names of candidates receiving a passing score in the examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of eligibility. **Applications will be processed on an as-received basis. No person may compete for this examination more than once in a twelve (12) month period.**

FINGERPRINTING AND SECURITY CLEARANCE: Before a final appointment is made to this position, candidates are subject to security clearance which includes fingerprinting. An individual may be withheld from appointment, if he/she has a conviction record incompatible with the essential duties of the position for which he/she has applied. Any false statement or omission of material fact may cause forfeiture of employment rights. Information presented on employment applications, resumes and during the examination process is subject to verification. Disqualifying factors may include but are not limited to: felony convictions, certain job-related misdemeanor convictions, certain serious traffic convictions or patterns of traffic violations (e.g. 4 or more moving violations within the past 2 years, failure to appear, at-fault accidents, and driving under the influence), illegal use of certain controlled substances and/or poor employment history.

VACANCY INFORMATION:

The resulting eligible register for this examination will be used to fill vacancies in the Department of Agricultural Commissioner/Weights and Measures.

AVAILABLE SHIFT:

Appointees will be required to work any shift, including evenings, nights, weekends, and holidays.

APPLICATION AND FILING INFORMATION:

Fill out your application and Job Specific Questionnaire completely. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job.

The acceptance of your application will depend on whether you have clearly shown that you meet the **Selection Requirements**. Please be sure your application shows complete information, including dates for education and jobs held which relate to this position. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed, and number of credits earned. For each job held, give the name and address of your employer, your job title, beginning and ending dates, description of work performed, and salary earned. All information is subject to verification. We may reject your application at any time during the examination process.

Apply online by clicking on the "Apply" tab for this posting. We encourage you to apply online so you can track the status of your application and get notified of your progress by email.

We must receive your application and Job Specific Questionnaire by 5:00 PM, Pacific Standard Time, on the last day of filing.

All information is subject to verification. We may reject your application at any time during the examination and hiring process, including after appointment has been made. **Falsification of any information may result in disqualification or rescission of appointment.**

Utilizing **VERBIAGE** from the Class Specification and Selection Requirements serving as your description of duties **WILL NOT** be sufficient to demonstrate that you met the requirements. Doing so may result in an **INCOMPLETE APPLICATION** and you may be **DISQUALIFIED**.

NOTE: If you are unable to attach required documents, you must fax them to (626) 652-0740 or email them to Andrea Cortez at acortez@acwm.lacounty.gov within fifteen (15) calendar days from filing online or your application will be rejected. Please include your name, exam number, and exam title on all the faxed documents.

SOCIAL SECURITY NUMBER

All applicants must enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

NO SHARING USER ID AND PASSWORD

All applicants must file their application online using their own user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

COMPUTER AND INTERNET ACCESS AT LIBRARIES

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

CONTACT INFORMATION:

ADA Coordinator Phone: (626) 575-5464

Teletype Phone: (626) 585-5520

California Relay Services: (800) 735-2922

Department Contact Name: Andrea Cortez

Department Contact Phone: (626) 575-5464

Department Contact Email: acortez@acwm.lacounty.gov

COUNTY OF LOS ANGELES Employment Information

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Your Responsibilities:

1. Completing Your Application:

- Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.
- Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.
- Your Social Security Number must be included for record control purposes. Federal law requires that all employed persons have a Social Security Number.
- To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.

2. Minimum or Selection Requirements are listed in the job posting.

- YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THESE REQUIREMENTS. The information you give will determine your eligibility and is subject to verification at any time.
- You must be at least 16 years of age at the time of appointment unless other age limits are stated on the

Social Security Act of 2004: Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

Record of Convictions: As part of the selection process you may be required to complete and submit a Candidate Conviction History Questionnaire (CCHQ). PLEASE DO NOT SUBMIT THE CCHQ WITH YOUR APPLICATION, unless instructed to do so. A full disclosure of all convictions is required, when requested. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will

COUNTY OF LOS ANGELES Employment Information

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job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.

c. Your experience may be paid or unpaid unless the job posting states otherwise. Experience is evaluated on the basis of a verifiable 40-hour week.

3. Application Deadline:

a. All job applications must be completed and submitted by the last day of the filing period and closing time indicated on the job posting. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.

b. Applications for positions designated "Apply in Person" must be filed in person at the address provided on the job posting.

4. Change of Name or Address:

To change personal information such as your name or address, log into your profile and make the necessary change. This can be done at any time.

5. Promotional Examinations:

a. Some of your experience may have been in a position in which such work is not typically performed. If such experience is permitted as indicated on the job posting, a signed Verification of Experience Letter (VOEL) signed by your department's Human Resources Office must be attached to your application unless otherwise stated on the job posting.

b. If indicated on the job posting, permanent employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or at the time of filing for open continuous exams.

6. Equal Employment Opportunity/Non-Discrimination Policy:

a. It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.

b. If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process for a physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR LISTED ON THE JOB POSTING. The provision of reasonable accommodation may be subject to verification of disability as allowable with State and Federal law. All disability-related information will remain confidential.

Disclaimer: The County of Los Angeles is not responsible or in any way liable for any computer

be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

For more information regarding convictions that are not subject to disclosure, please refer to the CCHQ from the link below:

http://file.lacounty.gov/dhr/CCHQ_2014.pdf

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number on the job posting. The County will attempt to meet reasonable accommodation requests whenever possible.

Veteran's Credit: In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: During a declared war; -or- During the period April 28, 1952 through July 1, 1955; -or- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; -or- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the

COUNTY OF LOS ANGELES Employment Information

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hardware or software malfunction which may affect the employment application or the application selection process.

You assume all responsibility and risk for the use of this system and the Internet generally. This system and the information provided on it are provided on an "as is" and "as available" basis without warranties of any kind, either express or implied. No advice or information given by the County of Los Angeles or its respective employees shall modify the foregoing or create any warranty.

The County of Los Angeles expressly disclaims any warranty that the information on this system or on the Internet generally will be uninterrupted or error free or that any information, software or other material accessible from the system is free of viruses or other harmful components. You shall have no recourse against the County of Los Angeles as the system provider for any alleged or actual infringement of any proprietary rights a user may have in anything posted or retrieved on our system.

The County of Los Angeles shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this system, or otherwise arising out of the use of this system, the Internet generally or on any other basis.

NOTE: Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the Internet.

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Benefit Information: Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) – unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has

branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit.

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

Los Angeles County Child Support Compliance

Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

The California Fair Employment and Housing Act (Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

Test Preparation: Study guides and other test preparation resources may be accessed through the Department of Human Resources website at: <http://hr.lacounty.gov>. Additional test preparation resources may be listed on the job posting.

Accreditation Information: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

COUNTY OF LOS ANGELES
Employment Information

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reciprocal agreements with several public retirement
systems in California.

APPLICATIONS MAY BE FILED ONLINE AT:

Position #V0007E
AGRICULTURAL/WEIGHTS AND MEASURES INSPECTOR I
AC

<http://hr.lacounty.gov>

Los Angeles, CA 90010

AGRICULTURAL/WEIGHTS AND MEASURES
INSPECTOR I Supplemental Questionnaire

- * 1. Please select which of the following college course(s) you have successfully completed.
 - ☐ Botany
 - ☐ Entomology
 - ☐ None
- * 2. Please select which of the following valid State of California Weights and Measures licenses you possess.
 - ☐ Weight Verification
 - ☐ Measurement Verification
 - ☐ Other
 - ☐ None
- * 3. Please select the valid State of California Agricultural license you possess.
 - ☐ Pest Prevention and Plant Regulation
 - ☐ Other
 - ☐ None
- * 4. I understand that a valid California Class C Driver License is required to perform job-related essential functions.
 - ☐ Yes
- * 5. I understand that in order to receive credit for any college course work or for completion of a training program or seminar program, I must include a legible copy of the official college or university degree -AND- transcripts, official license, or official certificate of completion, respectively, with my application or within 15 calendar days of filing.
 - ☐ Yes
- * 6. I understand that utilizing VERBIAGE from the Class Specification and Selection Requirements serving as your description of duties WILL NOT be sufficient to demonstrate that you met the requirements. Doing so may result in an INCOMPLETE APPLICATION and you may be DISQUALIFIED.
 - ☐ Yes
- * 7. I understand that comments such as "see resume" on any part of the application will not be considered a response. Please note that all information is subject to verification at any time during the examination and hiring process. Making false statements on the application and supplemental questionnaire may cause you to be disqualified from this examination.
 - ☐ Yes
- * Required Question



COUNTY OF LOS ANGELES
invites applications for the position of:

ASSISTANT EXECUTIVE OFFICER, BOS (UC)

SALARY: \$12,106.93 - \$18,324.82 Monthly
\$145,283.16 - \$219,897.84 Annually

OPENING DATE: 06/22/16

CLOSING DATE: Continuous

POSITION/PROGRAM INFORMATION:

The County of Los Angeles, Board of Supervisors (BOS) is conducting a search for Assistant Executive Officer. This position will report to the Executive Officer of the Board of Supervisors and may act as the Executive Officer in his or her absence; although the specific responsibilities of each Assistant Executive Officer, BOS will differ depending on the divisions managed.

This is an unclassified position. Interested individuals must apply as directed in the brochure.

To download the brochure, click [here](#).

To view and print a copy of the brochure for this position, you must have [Adobe Acrobat Reader](#) installed on your computer.

THE COUNTY OF LOS ANGELES IS AN ACTIVE EQUAL OPPORTUNITY EMPLOYER

COUNTY OF LOS ANGELES Employment Information

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Your Responsibilities:

1. Completing Your Application:

- Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.
- Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.
- Your Social Security Number must be included for record control purposes. Federal law requires that all employed persons have a Social Security Number.
- To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.

2. Minimum or Selection Requirements are listed in the job posting.

- YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THESE REQUIREMENTS. The information you give will determine your eligibility and is subject to verification at any time.
- You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal Age Discrimination in

Social Security Act of 2004: Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

Record of Convictions: As part of the selection process you may be required to complete and submit a Candidate Conviction History Questionnaire (CCHQ). PLEASE DO NOT SUBMIT THE CCHQ WITH YOUR APPLICATION, unless instructed to do so. A full disclosure of all convictions is required, when requested. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between

COUNTY OF LOS ANGELES
Employment Information

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Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.

c. Your experience may be paid or unpaid unless the job posting states otherwise. Experience is evaluated on the basis of a verifiable 40-hour week.

3. Application Deadline:

a. All job applications must be completed and submitted by the last day of the filing period and closing time indicated on the job posting. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.

b. Applications for positions designated "Apply in Person" must be filed in person at the address provided on the job posting.

4. Change of Name or Address:

To change personal information such as your name or address, log into your profile and make the necessary change. This can be done at any time.

5. Promotional Examinations:

a. Some of your experience may have been in a position in which such work is not typically performed. If such experience is permitted as indicated on the job posting, a signed Verification of Experience Letter (VOEL) signed by your department's Human Resources Office must be attached to your application unless otherwise stated on the job posting.

b. If indicated on the job posting, permanent employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or at the time of filing for open continuous exams.

6. Equal Employment Opportunity/Non-Discrimination Policy:

a. It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.

b. If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process for a physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR LISTED ON THE JOB POSTING. The provision of reasonable accommodation may be subject to verification of disability as allowable with State and Federal law. All disability-related information will remain confidential.

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Veteran's Credit: In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: During a declared war; -or- During the period April 28, 1952 through July 1, 1955; -or- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; -or- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for

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employment application or the application selection process.

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The County of Los Angeles shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this system, or otherwise arising out of the use of this system, the Internet generally or on any other basis.

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By accepting the Use Disclaimer set forth here, you agree to all of the above terms and further agree to use this Online Job Employment Application System only for the submission of bona fide employment applications to the County of Los Angeles. Any other use of this Online Job Employment Application System, including without limitation any copying, downloading, translation, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

Benefit Information: Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) – unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement

Veterans preference. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit.

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

Los Angeles County Child Support Compliance

Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

The California Fair Employment and Housing Act (Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

Test Preparation: Study guides and other test preparation resources may be accessed through the Department of Human Resources website at: <http://hr.lacounty.gov>. Additional test preparation resources may be listed on the job posting.

Accreditation Information: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

COUNTY OF LOS ANGELES
Employment Information

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systems in California.

APPLICATIONS MAY BE FILED ONLINE AT:

Position #0050
ASSISTANT EXECUTIVE OFFICER, BOS (UC)
LB

<http://hr.lacounty.gov>

Los Angeles, CA 90010



COUNTY OF LOS ANGELES
invites applications for the position of:

ASSOCIATE AGRICULTURAL/WEIGHTS AND MEASURES INSPECTOR

SALARY: \$3,523.80 - \$3,523.80 Monthly
\$42,285.60 - \$42,285.60 Annually

OPENING DATE: 06/23/16

CLOSING DATE: Continuous

POSITION/PROGRAM INFORMATION:



DEPARTMENT OF AGRICULTURAL COMMISSIONER/WEIGHTS AND MEASURES

FILING DATES: June 27, 2016 at 8:00 a.m. (PST) - Until the needs of the service are met and is subject to closure without prior notice.

EXAM #: V0005D

TYPES OF RECRUITMENT: Open Competitive

JOB TYPE: Full-Time/Temporary

DEFINITION:

Assists in and learns inspection and enforcement activities related to Federal, State and local agricultural and/or weights and measures laws, regulations, ordinances and policies for consumer and agricultural industry protection.

CLASSIFICATION STANDARDS:

This is the entry-level class in the Agricultural/Weights and Measures Series. Positions in this class are characterized by responsibility for assisting in and learning to perform regulatory inspections and to enforce appropriate ordinances, laws and regulations associated with agricultural and weights and measures standards enforcement. Incumbents work under the close supervision of a journey-level inspector and must have the ability to communicate verbally and in writing and to perform mathematical calculations including algebraic functions. These positions require analytical ability sufficient to define problems of inspection or enforcement, and to develop and recommend methods for resolution of such problems. Incumbents learn techniques for the collection and analysis of data for the preparation of written reports, and use common personal computers for the preparation of reports, data entry and data retrieval. Incumbents drive departmental or personal vehicles on a regular and frequent basis, and may be required to lift and carry test equipment, agricultural products, or other objects up to 50 pounds in weight. Positions in this class perform arduous tasks such as bending, stooping, and lifting heavy objects in the performance of their duties.

ESSENTIAL JOB FUNCTIONS:

Inspects commercial scales for accuracy in markets and other commercial establishments; drives County vehicles to various work locations throughout the County of Los Angeles; prepares written reports, inspection certificates, citations or other notices of violations; enforces pesticide use laws and regulations; performs inspection procedures for fruits and vegetables and egg quality standards; uses inspection techniques for plants and plant material for pest organisms; inspects produce cases, nursery stock, commodities, and other packaged goods weighing 25 pounds or more; uses a variety of hand-held or other equipment such as, but not limited to, refractometers, scales, graduated measures, hydrometers and lap top or table computers; prepares daily and monthly reports of activities; warns violators or infractions or penalties; receives and applies training in the safe and effective use of various tools and equipment utilized in any inspection, investigation, or enforcement activities that may be assigned; detects exotic pests such as foreign insects; uses a variety of mathematical formulae, including algebra; and collects samples from animals, plants, or products and routes them to laboratories for microbiological assessment, pests, or other testing.

REQUIREMENTS:**SELECTION REQUIREMENTS:**

OPTION I: A Bachelor's degree from an accredited* college or university with specialization in one or more appropriate disciplines in agricultural science, biological science, chemical science, physical science, mathematics, and/or statistics** **-AND-** Successful completion of a college or university level course in Botany or Entomology is required within one year from time of appointment.***

OPTION II: A Bachelor's degree from an accredited* college or university with specialization in any discipline with a minimum of 30 semester units, or equivalent, in one or any combination of the following disciplines: agricultural science, biological science, chemical science, physical science, mathematics, and/or statistics**; and one year of paid full-time experience performing agricultural or weights and measures inspections for a public jurisdiction **-AND-** Successful completion of a college or university level course in Botany or Entomology is required within one year from time of appointment.***

LICENSE:

A valid State of California Weights and Measures license in either Weight Verification **-OR-** Measurement Verification **-AND-** A valid Agricultural license in Pest Prevention and Plant Regulation shall be obtained within one year from time of appointment*** **-AND-** A valid California Class C Driver License is required to perform job-related essential functions.

License Information: All successful applicants for this position will be required to obtain a copy of his/her driving record from the California State Department of Motor Vehicles before being appointed. A copy of your driving record must be presented at the time of your appointment. License must not be suspended, restricted or revoked. **AN APPLICANT WHOSE DRIVING RECORD SHOWS FOUR OR MORE MOVING VIOLATIONS WITHIN THE LAST TWO YEARS WILL NOT BE APPOINTED.**

PHYSICAL CLASS IV - Arduous: Involves frequent heavy lifting over 25 pounds, often combined with bending, twisting, or working on irregular surfaces; and occasionally requires extraordinary physical activity.

SPECIAL

*Accredited colleges and universities include all four-year colleges and universities that meet the accreditation guidelines indicated on this bulletin.

REQUIREMENT**INFORMATION:**

In order to receive credit for any college course work or for completion of a training program or seminar program, you **must include a legible copy of the official college or university transcripts, official license, or official certificate of completion, respectively, with your application or within 15 calendar days of filing.

***Successful completion of the probationary period includes completion of the remaining required course work in the field of Botany **-OR-** Entomology **-AND-** A valid State of California Weights and Measures license in either Weight Verification **-OR-** Measurement Verification **-AND-** A valid Agricultural license in Pest Prevention and Plant Regulation within one year from the time of appointment. Failure to provide successful completion of the required course work and licenses prior to the end of the probationary period will result in being released from the position of Associate Agricultural/Weights and Measures Inspector.

ADDITIONAL INFORMATION:**EXAMINATION****CONTENT:**

This examination will consist of a written test weighted 100% that consists of both computerized and paper-and-pencil components covering Written Expression, Reading Comprehension, Data Analysis and Decision-Making, Office Practices and Procedures, Customer Service, Achievement Orientation, Dependability, Customer Service Potential, Customer Focus, Conscientiousness, and Retention.

Applicants must meet the Selection Requirements and achieve a passing score of 70% or higher on the written test in order to be placed on the eligible register.

THE WRITTEN TEST IS NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.**TRANSFER****OF****SCORES:**

Applicants that have taken identical written test part(s) for other exams within the last 12 months will have their written test responses for the identical test part(s) automatically transferred to this examination.

This examination contains test parts that may be used in the future for new examinations. Your scores will be transferred to the new examination and you may not be allowed to re-take any identical test parts for at least 12 months.

Please note: Invitation letters to the written test may be sent electronically to the email address provided on the application. It is important that candidates provide a valid email address. Please add gtung@hr.lacounty.gov, csimuta@acwm.lacounty.gov, acortez@acwm.lacounty.gov, and info@governmentjobs.com to your email address book and list of approved senders to prevent email notifications from being filtered as spam/junk mail.

Final results will be sent by U.S. mail. **Written test score cannot be given over the phone.**

TEST PREPARATION

Study guides and other test preparation resources are available to help candidates prepare for employment tests. An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at <http://hr.lacounty.gov/>. Please click on "Find a Job" and then "Job Search Toolkit." Test Preparation information is located under the "Employment Test Assistance" section.

You can also access test preparation for the computerized portion of the test by going to http://www.shldirect.com/practice_tests.html. While the guides will help in preparing for the test, we advise you to review all related materials that you deem necessary.

ELIGIBILITY INFORMATION:

The names of candidates receiving a passing score in the examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of eligibility. **Applications will be processed on an as-received basis. No person may compete for this examination more than once in a twelve (12) month period.**

FINGERPRINTING AND SECURITY CLEARANCE: Before a final appointment is made to this position, candidates are subject to security clearance which includes fingerprinting. An individual may be withheld from appointment, if he/she has a conviction record incompatible with the essential duties of the position for which he/she has applied. Any false statement or omission of material fact may cause forfeiture of employment rights. Information presented on employment applications, resumes and during the examination process is subject to verification. Disqualifying factors may include but are not limited to: felony convictions, certain job-related misdemeanor convictions, certain serious traffic convictions or patterns of traffic violations (e.g. 4 or more moving violations within the past 2 years, failure to appear, at-fault accidents, and driving under the influence), illegal use of certain controlled substances and/or poor employment history.

VACANCY INFORMATION:

The resulting eligible register for this examination will be used to fill vacancies in the Department of Agricultural Commissioner/Weights and Measures.

AVAILABLE SHIFT:

Appointees will be required to work any shift, including evenings, nights, weekends, and holidays.

APPLICATION AND FILING INFORMATION:

Fill out your application and Job Specific Questionnaire completely. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job.

The acceptance of your application will depend on whether you have **clearly** shown that you meet the **Selection Requirements**. Please be sure your application shows complete information, including dates for education and jobs held which relate to this position. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed, and number of credits earned. For each job held, give the name and address of your employer, your job title, beginning and ending dates, description of work performed, and salary earned. All information is subject to verification. We may reject your application at any time during the examination process.

Apply online by clicking on the "Apply" tab for this posting. We encourage you to apply online so you can track the status of your application and get notified of your progress by email.

We must receive your application and Job Specific Questionnaire by 5:00 PM, Pacific Standard Time, on the last day of filing.

All information is subject to verification. We may reject your application at any time during the examination and hiring process, including after appointment has been made. **Falsification of any information may result in disqualification or rescission of appointment.**

Utilizing **VERBIAGE** from the Class Specification and Selection Requirements serving as your description of duties **WILL NOT** be sufficient to demonstrate that you met the requirements. Doing so may result in an **INCOMPLETE APPLICATION** and you may be **DISQUALIFIED**.

NOTE: If you are unable to attach required documents, you must fax them to (626) 652-0740 or email them to Cynthia Simuta at CSimuta@acwm.lacounty.gov within fifteen (15) calendar days from filing online or your application will be rejected. Please include your name, exam number, and exam title on all the faxed documents.

SOCIAL SECURITY NUMBER

All applicants must enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

NO SHARING USER ID AND PASSWORD

All applicants must file their application online using their own user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

COMPUTER AND INTERNET ACCESS AT LIBRARIES

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

CONTACT INFORMATION:

ADA Coordinator Phone: (626) 575-5464

Teletype Phone: (626) 585-5520

California Relay Services: (800) 735-2922

Department Contact Name: Cynthia Simuta

Department Contact Phone: (626) 575-5464

Department Contact Email: CSimuta@acwm.lacounty.gov

COUNTY OF LOS ANGELES
Employment Information

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Your Responsibilities:

1. Completing Your Application:

- a. Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.
- b. Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.
- c. Your Social Security Number must be included for record control purposes. Federal law requires that all employed persons have a Social Security Number.
- d. To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.

2. Minimum or Selection Requirements are listed in the job posting.

- a. YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THESE REQUIREMENTS. The information you give will determine your eligibility and is subject to verification at any time.
- b. You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.
- c. Your experience may be paid or unpaid unless the job posting states otherwise. Experience is evaluated on the basis of a verifiable 40-hour week.

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a. It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.

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than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; -or- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit.

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NOTE: Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the Internet.

status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

By accepting the Use Disclaimer set forth here, you agree to all of the above terms and further agree to use this Online Job Employment Application System only for the submission of bona fide employment applications to the County of Los Angeles. Any other use of this Online Job Employment Application System, including without limitation any copying, downloading, translation, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

Test Preparation: Study guides and other test preparation resources may be accessed through the Department of Human Resources website at: <http://hr.lacounty.gov>. Additional test preparation resources may be listed on the job posting.

Accreditation Information: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

Benefit Information: Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) – unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

APPLICATIONS MAY BE FILED ONLINE AT:

Position #V0005D
ASSOCIATE AGRICULTURAL/WEIGHTS AND MEASURES INSPECTOR
AC

<http://hr.lacounty.gov>

Los Angeles, CA 90010

**ASSOCIATE AGRICULTURAL/WEIGHTS AND
MEASURES INSPECTOR Supplemental Questionnaire**

- * 1. A Bachelor's degree from an accredited college or university is required. Please select the academic major(s) of your Bachelor's degree below.
- ☐ Agricultural Science
 - ☐ Biological Science
 - ☐ Chemical Science
 - ☐ Physical Science
 - ☐ Mathematics
 - ☐ Statistics
 - ☐ Other
 - ☐ None
- * 2. I understand that a valid California Class C Driver License is required to perform job-related essential functions.
- ☐ Yes
- * 3. I understand that I must successfully complete a college or university level course in Botany or Entomology within one year from time of appointment and that failure to do so will result in my release from my probationary position of Associate Agricultural/Weights & Measures Inspector.
- ☐ Yes
- * 4. I understand that I must obtain a valid State of California weights and measures license in either Weight Verification or Measurement Verification and a valid agricultural license in Pest Prevention and Plant Regulation within one year from time of appointment and that failure to do so will result in my release from my probationary position of Associate Agricultural/Weights & Measures Inspector.
- ☐ Yes
- * 5. I understand that in order to receive credit for any college course work or for completion of a training program or seminar program, I must include a legible copy of the official college or university transcripts, official license, or official certificate of completion, respectively, with my application or within 15 calendar days of filing.
- ☐ Yes
- * 6. I understand that utilizing VERBIAGE from the Class Specification and Selection Requirements serving as my description of duties WILL NOT be sufficient to demonstrate that I meet the requirements. Doing so may result in an INCOMPLETE APPLICATION and I may be DISQUALIFIED.
- ☐ Yes
- * Required Question

COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
San Antonio Family Center
“Somos Familia”

VACANCY ANNOUNCEMENT

Intermediate Typist Clerk (Spanish Speaking)

We are looking for an experienced Intermediate Typist Clerk to join our team. San Antonio Family Center is seeking a highly-motivated, organized and competent individual to fill a full-time position as an Intermediate Typist Clerk.

San Antonio Family Center, located in Huntington Park (SPA 7), is a small clinic that provides therapeutic services to children/adolescents and CalWORKs participants. Services are offered for children/adolescents 0 – 18 years of age. Services available include: (1) psychiatric medication evaluations (2) individual/family counseling and (3) therapy groups for parents and for children.

Essential Job Functions:

- Reception Coverage
- Schedule/cancel appointments in IBHIS
- Running reports from IBHIS
- Data entry into IS and IBHIS
- Xeroxing, scanning and faxing
- Chart room organization, purging and archiving charts
- Essential office duties

Desirable qualities include:

- Spanish speaking
- Highly organized and detail oriented
- Ability to work collaboratively with various team members and Disciplines
- Proficient at using various computer programs including IBHIS, Microsoft Word, Excel, Outlook, and the Integrated System (IS)
- Excellent Customer Service Skills
- Multitasking Skills
- Flexible

For more information, please contact:

Anna Lara or Santty Rosales

323-584-3700

Srosales@dmh.lacounty.gov

ALara@dmh.lacounty.gov

If you are interested and currently hold the payroll title of ITC, please fax to (323) 277-4674 or email your resume, last 2 performance evaluations, and last 2 Master Timecard Reports (attention: Santty). Please respond no later than July 15th, 2016.

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
TRANSITION AGE YOUTH – SYSTEM OF CARE BUREAU
WOMEN’S COMMUNITY REINTEGRATION SERVICES & EDUCATIONAL CENTER**



INTERMEDIATE TYPIST CLERK

Women’s Community Reintegration Services & Education Center is seeking a highly motivated and experienced individual to fill our Intermediate Typist Clerk vacancy. Women’s Community Reintegration Services & Educational Center is located at 8300 South Vermont Avenue, Los Angeles, CA 90044.

ESSENTIAL JOB FUNCTIONS:

- ❖ Front desk coverage; answers telephones, take messages and transfer calls to staff;
- ❖ Assume responsibility as assigned for performing other special duties related to the overall operation of the program (i.e., processing mail, scanning, photocopying and faxing);
- ❖ Oversee medical records department and ensure organization of medical records room and charts;
- ❖ Adherence to HIPAA and Medi-Cal requirements, timely scanning and filing of all documents and also monitoring and adhering to the check-out procedures;
- ❖ Process all IBHIS claims for payment, Pre-Posting Verification report, Attestation Status report, Appointment Management; Assist staff as needed to complete or correct any information prior to posting;
- ❖ Finalize claims using Post Posting Code Check reports, and work with supervisor, Central Business Office, and Health Information Management Departments on error corrections;
- ❖ Updates staff with any time schedule information, maintain site information and adhere to the hours of operation, etc;
- ❖ Verify information for any received referral and medical records. Prepare paper charts for purging while following DMH, State and Federal timelines and guidelines for archiving and destroying old paper records;
- ❖ Provides various highly specialized clerical duties as assigned by Supervisors and the Program Manager;

DESIRABLE QUALIFICATIONS:

- ❖ Knowledge of IBHIS, and IS systems and reports;
- ❖ Strong verbal and written communication skills;
- ❖ Strong time management and organization skills;
- ❖ Strong interpersonal skills and able to communicate effectively with department staff, community agencies and the public;
- ❖ Ability to multi-task, prioritize multiple assignments and meet deadlines;
- ❖ Experience with Outlook and creating Excel documents and other spreadsheets;
- ❖ Ability to work independently and attend to details and to follow through on instructions;
- ❖ Ability to be flexible with new and evolving program needs work duties;

Interested employees currently holding the payroll title of Intermediate Typist Clerk, please contact:

Ms. Kia Glymph
Telephone #: (323) 525-6431
Fax #: (323) 752-8629

***THIS IS NOT AN OFFICIAL EXAMINATION BULLETIN
AN EQUAL OPPORTUNITY EMPLOYER***

**COUNTY OF LOS ANGELES-DEPARTMENT OF MENTAL HEALTH
San Antonio Family Center
CalWORKs Unit
TRANSFER OPPORTUNITY**

**THIS IS NOT AN OFFICIAL EXAMINATION
COUNTY OF LOS ANGELES
DEPARTMENT OF MENTAL HEALTH EMPLOYEES ONLY**

Medical Case Worker I/II

The San Antonio Family Center/ CalWORKs unit is an outpatient program in service area 7 which is located in Huntington Park. Positions are now open for a Bilingual Spanish-speaking Medical Case Worker I/II to serve as an Employment Specialist. The program provides evaluations, case management, Individualized Placement and Support (IPS) for Supported Employment and skills groups for adults with mental health problems.

EXAMPLES OF DUTIES:

- Function as a member of a multidisciplinary assessment and treatment team
- Carries a caseload of IPS Supported Employment Clients.
- Assessing and developing individual employment plans with clients
- Majority of time spent engaging in field based services focused on job development with potential employers, job search activities with clients, attending job fairs, collaboration with employment centers and resources
- Assist with intakes for new IPS clients
- Work collaboratively with GAIN/DPSS (GSW) program representatives
- Attend quarterly and monthly CalWORKs providers meetings
- Attend staff meetings and academic presentations
- Provide linkage to educational, vocational, and other community resources and agencies
- Adhere to evidence –based IPS model and related documentation
- Follow guidelines from the evidenced-based IPS model to develop individualized employment opportunities for clients
- Lead and co-lead life skills and rehabilitation groups related to employment

DESIRABLE QUALIFICATIONS:

- Clinical background with adults
- 1 year case management experience; employment focused experience desirable
- Must have bilingual skills in Spanish

Interested individuals holding title to the above position should **fax or email** their resume and last two Performance Evaluation **to:**

Santty Rosales
Staff Assistant I
San Antonio Family Center
2629 Clarendon Ave., 2nd Fl.
Huntington Park, CA 90255
FAX: (323) 277-4674
EMAIL: srosales@dmh.lacounty.gov

AN EQUAL OPPORTUNITY EMPLOYER

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
TRANSITION AGE YOUTH SYSTEM OF CARE BUREAU**

VACANCY ANNOUNCEMENT

MENTAL HEALTH CLINICAL PROGRAM MANAGER II

The Compton Family Mental Health Clinic, located in the city of Compton, in Service Area 6, is seeking to fill a full time position for a Mental Health Clinical Program Manager II.

The Compton clinic is located in South Los Angeles, situated south of downtown Los Angeles. The city is generally a working class city with some middle-class neighborhoods. The largest Compton racial/ethnic groups are Latino (66%) followed by African-American (30%) and Caucasian (1%).

Under the direction of the Mental Health Clinical Program Manager III, the professional selected for this position will be responsible for the clinical and administrative oversight and management of the services offered, ensuring that the customer service and quality of mental health services are outstanding.

The clinic is made up of multidisciplinary staff serving, adults, children, and transition-age youth consumers and families, with a clinic caseload of over 2500 clients. Communities served by the clinic include the city of Compton, parts of Paramount, Long Beach Lynwood and Bellflower. A Child and Youth-Focused clinical program is currently being developed.

Under the direction of the Mental Health Clinical Program Manager III, the essential job duties include :

- Clinical and administrative oversight of outpatient programs and adult full service partnership team
- Ability to develop, implement and monitor a clinic workflow
- Utilize IBHIS reports to closely monitor clinic operations, including: revenue, direct service and access to care
- Maintain current partnerships and develop opportunities for new collaborative relationships with Compton community agencies
- Join the SA 6 Leadership Team embracing opportunities for continued professional growth and development through program coverage across the service area
- Flexibility to work extended hours

DESIRABLE QUALIFICATIONS:

- Value driven leadership
- Demonstrate exceptional leadership skills
- Embrace the needs and priorities of the communities served
- Demonstrate recent multidisciplinary team and supervisory experience in a program serving a culturally diverse population and/or community.

Individuals interested in a lateral transfer as a Mental Health Clinical Program Manager II, should submit a detailed CV/resume, last 2 years of performance evaluations and master time sheets, along with letter of interest no later than **Friday, July 8, 2016** to:

Yolanda Smoot, HPA III
1720 E. 120th Street
Los Angeles, CA 90059
310-668-3953

THIS IS NOT AN OFFICIAL EXAMINATION BULLETIN EQUAL OPPORTUNITY EMPLOYER

RESTRICTED TO PERMANENT EMPLOYEES OF THE DEPARTMENT OF MENTAL HEALTH

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
TRANSITION AGE YOUTH SYSTEM OF CARE BUREAU**

VACANCY ANNOUNCEMENT

Only the most qualified individuals, based on material submitted, will be scheduled for an interview.

**THIS IS NOT AN OFFICIAL EXAMINATION BULLETIN EQUAL OPPORTUNITY EMPLOYER
*RESTRICTED TO PERMANENT EMPLOYEES OF THE DEPARTMENT OF MENTAL HEALTH***

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
EDMUND D. EDELMAN-WESTSIDE MENTAL HEALTH CENTER
CHILD AND FAMILY PROGRAM**

Transfer Opportunity

Psychiatric Social Worker I / II

The Edelman-Westside MHC Child and Family Program which is now located at 11303 W. Washington Blvd, L.A, CA 90066 is looking for an independent, highly motivated, and dynamic clinician to be part of the Cal WORKs team. This staff will work closely with DPSS and deliver mental health services to children and families under the CalWORKs Family Stabilization Counseling for Kids (CFSC4K) Program. Mental health services will focus on symptoms and/or behaviors exhibited by children whose parents are enrolled in CalWORKs. In addition, treatment will address problematic behaviors for children at home or school that impact parent(s)/caregiver(s) ability to maintain stable employment. Services may be delivered at the clinic or in the field (i.e., school or home). This clinician will be part of Edelman-Westside's multi-disciplinary team and work within their scope of practice.

Examples of Duties/Responsibilities:

- Work as part of a multi-disciplinary team
- Collaborate with DCFS, School Districts, Probation, Mental Health Clinics, and other Community-Based organizations
- Provide consultation to DPSS to identify need for mental health services
- Provide quarterly reports to DPSS for client's participation in CFSC4Kids
- Conduct mental health triages; screen and evaluate need for mental health services; establish medical necessity
- Conduct assessments, open cases, develop treatment plans
- Provide psychotherapy, case management, and crisis intervention
- Develop resources, referrals, and linkages to other community agencies
- Attend weekly supervision, case disposition, & CalWORKs team meetings
- Attend DMH clinical trainings and other mandatory trainings
- Willing to travel and work with culturally diverse populations
- Perform other duties as assigned

All interested applicants who currently hold the title of PSW I/II may submit a letter of interest, resume, last two (2) Performance Evaluations, and Master Timecard for the past twelve (12) months by **Friday, July 11, 2016 to:**

Patrice M. Grant, PhD, Program Head
Edelman-Westside Mental Health Clinic
11303 W. Washington Blvd, Suite 200
Los Angeles, CA 90066
(310) 482-3200 (phone) / (310) 915-8579 (fax)
Email: pgrant@dmh.lacounty.gov



COUNTY OF LOS ANGELES
invites applications for the position of:

RESEARCH ANALYST III, BEHAVIORAL SCIENCES

SALARY: \$5,929.36 - \$6,976.74 Monthly
\$71,152.32 - \$83,720.88 Annually

OPENING DATE: 06/21/16

CLOSING DATE: 07/06/16 05:00 PM

POSITION/PROGRAM INFORMATION:



TYPE OF RECRUITMENT

DEPARTMENTAL PROMOTIONAL OPPORTUNITY

Restricted to permanent employees of the Department of Mental Health who have successfully completed their initial probation period

FILING DATES

06/22/2016 AT 8:00 A.M. to 07/06/2016 at 5:00 P.M.

EXAM NUMBER

b8973A

Current employees in the unclassified service who meet the following criteria also qualify to participate in this exam:

Unclassified employees who have attained permanent County status on a classified position by successful completion of the initial probationary period, with no break in service since leaving the classified service **OR** Full-time employees in the unclassified service with at least six months of full-time experience in the unclassified service by the last day of filing.

NO OUT-OF-CLASS EXPERIENCE OR VERIFICATION OF EXPERIENCE LETTERS WILL BE ACCEPTED.

WITHHOLD INFORMATION:

Permanent employees who have completed their initial probationary period and hold a qualifying payroll title may file for this examination if they are within six months of meeting the experience requirements by the last day of filing. However, the names of such employees will be **WITHHELD** from the certification list until the required experience is fully met.

DEFINITION:

Plans, conducts, interprets and evaluates original research projects involving complex experimental designs in the field of behavioral and social sciences.

ESSENTIAL JOB FUNCTIONS:

Develops original research hypotheses directed toward the improvement of County services in areas such as mental healths probation, welfare services and human relations. Plans, designs, conducts and evaluates research projects involving complex experimental designs such as univariate and multi-variate analysis of variance, standard and inverse factor analysis and discriminant function. Devises data processing procedures that make use of high speed computers and works with computer personnel in the programming and processing of data. Prepares reports and recommendations based on research findings. Consults with other departmental professional and administrative personnel in the development of study designs, the execution of the studies and the practical application of the results of research projects. Consults with other agencies concerning research problems and studies. Trains and supervises technical and clerical personnel in connection with research projects.

REQUIREMENTS:

SELECTION REQUIREMENTS:

A Bachelor's degree* from an accredited college or university in a field of the behavioral or social sciences - AND - five years of post Bachelor research experience including responsibility for the design, evaluation and implementation of research projects in a behavioral or social science field.

LICENSE:

A valid California Class C Driver License or the ability to utilized an alternative method of transportation when needed to carry out job-related essential functions.

PHYSICAL CLASS:

2 - Light. Light physical effort which may include occasional light lifting to a 10 pounds limit, and some bending, stooping or squatting. Considerable walking may be involved.

ADDITIONAL INFORMATION:

EXAMINATION CONTENT:

This examination will consist of two parts:

Part I: An evaluation of experience based upon application weighted 50%, and

Part II: An Appraisal of Promotability weighted 50%. The Appraisal of Promotability is designed to measure Analytical and Decision-making Ability, Oral and Written Communication Skills, Work and Computer Skills, Adaptability and Dependability, and Personal and Public Relations.

Candidates must achieve a passing score of 70% or higher on each weighted part of the examination in order to be placed on the eligible list.

ELIGIBILITY INFORMATION

The names of candidates receiving a passing grade in the examination will be placed on the eligible list in the order of their score group for a period of twelve (12) months following the date of promulgation.

SPECIAL INFORMATION

Past and present mental health clients and family members are encouraged to apply.

AVAILABLE SHIFT

Appointees may be required to work any shift, including evenings, nights, weekends and holidays.

VACANCY INFORMATION

The eligible list for this examination will be used to fill a vacancy in the Department of Mental Health, Chief Information Office Bureau.

APPLICATION AND FILING INFORMATION

All applicants are required to submit a standard County of Los Angeles Employment Application online (via electronic submission). Applications submitted by U.S mail, fax, or in person will not be accepted. Resumes or any unsolicited documents will not be accepted in lieu of completing the online application and Supplemental Questionnaire. We must receive your application by 5:00 pm, PST, on or before the last day of filing.

INSTRUCTIONS FOR FILING ONLINE

Apply online by clicking on the green "Apply" button at the top right of this posting.

Applicants must complete and submit their online applications and upload required documents (e.g. Resume, diploma, etc.) as attachment(s) during application submission or send by email to exams@dmh.lacounty.gov within 15 calendar days from date of application submission. Indicate the Exam Title on the subject line when sending required documents by email.

*In order to receive credit for any college course work, or any type of college degree, such as Bachelor's, or Master's degree, or for completion of a certificate program, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization; or official certificates with your application at the time of filing or within 15 calendar days of filing.

The acceptance of your application will depend on whether you have clearly shown that you meet the Selection Requirements. Your online application must show complete license, education and work experience information necessary to evaluate your qualifications. License information section must show title of license, license number, original date of issue, and expiration date. Education information section must include name and address of school attended, complete dates attended, name of course/s taken, number of units earned, and degree/s earned. Work experience section must include job title, employer name and address, name of work area/facility, actual payroll title held and not the working and/or functional titles, from/to dates of employment including month, day and year, total number of months, total number of hours worked per week - not a range of hours (full or part-time), and complete and detailed description of related job duties. If range of hours is provided, experience will be prorated based on the lowest number of hours worked per week. LIST separately each job experience to be evaluated.

All information is subject to verification. Applicants may be rejected at any stage of the selection process.

SOCIAL SECURITY NUMBER LANGUAGE

All applicants must enter a valid social security number at the time of filing. Entering anything other than a valid social security number (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT LIBRARIES

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

NO SHARING USER ID AND PASSWORD

All applicants must file their applications online using their own user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

DEPARTMENT CONTACT

Department	Contact	Name:	My	Luu,	Exams	Analyst
Department	Contact	Phone:	213-972-7037	or	213-972-7034	
Department	Contact		Email:		exams@dmh.lacounty.gov	

ADA Coordinator Phone: 213-972-7034

Teletype Phone: 800-735-2922

California Relay Services Phone: 800-735-2922

COUNTY OF LOS ANGELES
Employment Information

Any language contained in the job posting supersedes any language contained below.

Your Responsibilities:

1. Completing Your Application:

- a. Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.
- b. Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.
- c. Your Social Security Number must be included for record control purposes. Federal law requires that all employed persons have a Social Security Number.
- d. To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.

2. Minimum or Selection Requirements are listed in the job posting.

- a. YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THESE REQUIREMENTS. The information you give will determine your eligibility and is subject to verification at any time.
- b. You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.
- c. Your experience may be paid or unpaid unless the job posting states otherwise. Experience is evaluated on the basis of a verifiable 40-hour week.

3. Application Deadline:

- a. All job applications must be completed and submitted by the last day of the filing period and closing time indicated on the job posting. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.
- b. Applications for positions designated "Apply in Person" must be filed in person at the address provided on the job posting.

4. Change of Name or Address:

To change personal information such as your name or address, log into your profile and make the necessary change. This can be done at any time.

5. Promotional Examinations:

- a. Some of your experience may have been in a position in which such work is not typically performed. If such experience is permitted as indicated on the job posting, a signed Verification of Experience Letter (VOEL) signed by your department's Human Resources Office must be attached to your application unless otherwise stated on the job posting.

Social Security Act of 2004: Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

Record of Convictions: As part of the selection process you may be required to complete and submit a Candidate Conviction History Questionnaire (CCHQ). PLEASE DO NOT SUBMIT THE CCHQ WITH YOUR APPLICATION, unless instructed to do so. A full disclosure of all convictions is required, when requested. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

For more information regarding convictions that are not subject to disclosure, please refer to the CCHQ from the link below:

http://file.lacounty.gov/dhr/CCHQ_2014.pdf

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number on the job posting. The County will attempt to meet reasonable accommodation requests whenever possible.

Veteran's Credit: In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: During a declared war; -or- During the period April 28, 1952 through July 1, 1955; -or- For more than 180 consecutive days, other than for training, any part

COUNTY OF LOS ANGELES
Employment Information

Any language contained in the job posting supersedes any language contained below.

b. If indicated on the job posting, permanent employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or at the time of filing for open continuous exams.

6. Equal Employment Opportunity/Non-Discrimination Policy:

a. It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.

b. If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process for a physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR LISTED ON THE JOB POSTING. The provision of reasonable accommodation may be subject to verification of disability as allowable with State and Federal law. All disability-related information will remain confidential.

Disclaimer: The County of Los Angeles is not responsible or in any way liable for any computer hardware or software malfunction which may affect the employment application or the application selection process.

You assume all responsibility and risk for the use of this system and the Internet generally. This system and the information provided on it are provided on an "as is" and "as available" basis without warranties of any kind, either express or implied. No advice or information given by the County of Los Angeles or its respective employees shall modify the foregoing or create any warranty.

The County of Los Angeles expressly disclaims any warranty that the information on this system or on the Internet generally will be uninterrupted or error free or that any information, software or other material accessible from the system is free of viruses or other harmful components. You shall have no recourse against the County of Los Angeles as the system provider for any alleged or actual infringement of any proprietary rights a user may have in anything posted or retrieved on our system.

The County of Los Angeles shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this system, or otherwise arising out of the use of this system, the Internet generally or on any other basis.

NOTE: Your application is submitted using Secure

of which occurred after January 31, 1955, and before October 15, 1976; -or- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit.

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

Los Angeles County Child Support Compliance

Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

The California Fair Employment and Housing Act (Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to

COUNTY OF LOS ANGELES
Employment Information

Any language contained in the job posting supersedes any language contained below.

Encryption to ensure the privacy of all information you transmit over the Internet. persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

By accepting the Use Disclaimer set forth here, you agree to all of the above terms and further agree to use this Online Job Employment Application System only for the submission of bona fide employment applications to the County of Los Angeles. Any other use of this Online Job Employment Application System, including without limitation any copying, downloading, translation, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

Benefit Information: Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) – unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

Test Preparation: Study guides and other test preparation resources may be accessed through the Department of Human Resources website at: <http://hr.lacounty.gov>. Additional test preparation resources may be listed on the job posting.

Accreditation Information: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

APPLICATIONS MAY BE FILED ONLINE AT:

<http://hr.lacounty.gov>

Los Angeles, CA 90010

Position #b8973A
RESEARCH ANALYST III, BEHAVIORAL SCIENCES
ML

RESEARCH ANALYST III, BEHAVIORAL SCIENCES
Supplemental Questionnaire

- * 1. This examination is restricted to current permanent full-time employee of the Los Angeles County Department of Mental Health. Please indicate whether you are a Department of Mental Health employee.
- ☐ Yes, I am a current permanent full-time employee of the Los Angeles County, Department of Mental Health
- ☐ No, I am NOT a current permanent full-time employee of the Los Angeles County, Department of Mental Health
- * 2. Which of the following best describes your level of education?
- ☐ Associate's degree
- ☐ Bachelor's degree
- ☐ Master's degree
- ☐ Doctorate degree
- ☐ Other
- * 3. Which of the following best describes your area of specialization for your Bachelor's degree or higher?
- ☐ Behavioral Sciences
- ☐ Social Sciences
- ☐ Other
- * 4. Please indicate your years of post Bachelor research experience including responsibility for the design, evaluation, and implementation of research projects in a behavioral or social science field.
- ☐ No experience
- ☐ Less than 4 years
- ☐ 4 years to less than 5 years
- ☐ More than 5 years
- * 5. DESCRIBE IN DETAIL YOUR POST BACHELOR RESEARCH EXPERIENCE IN A BEHAVIORAL OR SOCIAL SCIENCE FIELD. List each employer/experience separately. Please include name and contact info of employer, start/stop date of each experience, and hours worked per week. Credit will not be given if response is incomplete.
- * Required Question



COUNTY OF LOS ANGELES
invites applications for the position of:

SENIOR APPLICATION DEVELOPER/WEB DEVELOPMENT

SALARY: \$6,368.92 - \$8,352.56 Monthly
\$76,427.04 - \$100,230.72 Annually

OPENING DATE: 06/22/16

CLOSING DATE: Continuous

POSITION/PROGRAM INFORMATION:



Los Angeles County
**Department of
Children and Family Services**

FIRST DAY OF FILING: JUNE 24, 2016 AT 8:00 a.m. - ONLINE FILING ONLY

THIS EXAMINATION WILL REMAIN OPEN UNTIL THE NEEDS OF THE SERVICE ARE MET AND IS SUBJECT TO CLOSURE AT ANYTIME WITHOUT PRIOR NOTICE.

EXAM NUMBER
T2525E

TYPE OF RECRUITMENT
OPEN COMPETITIVE JOB OPPORTUNITY

DEFINITION:

Under direction, performs a wide range of application development related duties including analysis, design, evaluation, development, coding, testing and maintenance of complex application systems.

CLASSIFICATION STANDARDS:

Incumbents in this senior-level class generally report to an information technology supervisor or manager and are distinguished from the Application Developer II by the more complex nature of assignments and roles assigned. Incumbents write, test, and debug complex programs in one or more languages, working from program specifications and apply in-depth knowledge of structured program design concepts and may act as a project lead, providing technical guidance to entry and journey-level application developers and other technology staff. Incumbents have an in-depth understanding of requirements analysis and possess advanced analytical skills in programming, testing, and debugging and are highly knowledgeable in the concepts, practices, and procedures of application programming. They understand and are able to apply a full range of technology concepts. Application Developers are distinguished from Information Systems Analysts in that incumbents perform programming duties and are required to have programming knowledge and experience.

ESSENTIAL JOB FUNCTIONS:

- Code, test and debug complex web/mobile applications to create new business applications and interface or maintain/modify existing business applications utilizing ASP.NET.
- Develop work plans and technical documents covering system architecture, conversion, integration testing, and implementation for a system or complex enhancement system.

- Lead in the identification, analysis and resolution of complex application problems.
- Write complex reports using Oracle PL/SQL or Microsoft SQL.
- Write web services to interface with multiple internal and external systems.
- Perform database management and create data dictionary library to load data into database.
- Write business class layer by using object oriented programming language e.g., C#, Java, etc.
- Write Oracle stored procedures and functions for ASP.NET to call.
- Create web pages by using JavaScript, HTML, jQuery, CSS, C#, XML, JSON in Model View Controller (MVC).

REQUIREMENTS:

SELECTION REQUIREMENTS:

Option I: Graduation from an accredited college or university with a Bachelor's Degree* in Computer Science, Information Systems, or a closely related field and three (3) years within the last five (5) years of full-time, paid experience coding, testing and debugging application programs, **one (1) year of which must have been in web development**.**

Option II: **One (1) year of web development** experience** at the level of Los Angeles County class of Application Developer II***.

Option III: Four (4) years within the last five (5) years of full-time, paid experience coding, testing and debugging applications programs, **one (1) year of which must have been in web development**.**

LICENSE:

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

PHYSICAL CLASS

PHYSICAL CLASS II - Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

SPECIAL REQUIREMENTS INFORMATION:

*To qualify, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution's registrar office which shows the area of specialization at the time of filing or during the examination process from the date of application filing.

**Web development is defined as the creation and modification of complex web applications interface with existing business web systems utilizing ASP.NET, MVC, JavaScript, HTML, jQuery, CSS, C#, XML, JSON, SQL or any other web tools. Web applications can be run in any devices such as desktop, tablet or mobile and in responsive web design mode.

***Experience in the service of Los Angeles County at the level of Application Developer II is defined as under general supervision analyzes, designs, evaluates, develops, codes, tests, and maintains application systems.

ADDITIONAL INFORMATION:

EXAMINATION CONTENT:

This examination will consist of a structured oral interview weighted 100%.

The interview will assess Technical Knowledge and Skills, Adaptability, Analytical and Problem Solving Ability, Dependability and Reliability, Organizational Ability, and Personal Relations and Customer Service.

All notifications (e.g. Notice of Non-acceptance, Notice of Results, etc.) will be mailed via United States Postal Services (USPS).

Candidates must achieve a minimum passing score of 70% or higher on the examination in order to be placed on the eligible register.

ELIGIBILITY INFORMATION: The names of candidates receiving a passing grade in the examination will be placed on the eligible register and will appear in the order of the score group for a period of twelve (12) months following the date of promulgation.

No person may compete for this examination more than once every twelve (12) months.

Applications will be processed on an as-received basis and promulgated to the eligible register accordingly.

SPECIAL INFORMATION:

FINGERPRINTING CLEARANCE AND BACKGROUND INVESTIGATION:

All Department of Children and Family Services employees are fingerprinted and subject to criminal background check by the State Department of Justice and Federal Bureau of Investigation. Employment/Promotion is contingent upon passing the background checks. An individual with job-related convictions as defined by the County policy (PPG 514) regarding "sensitive positions" may be withheld from appointment or may be discharged.

VACANCY INFORMATION:

The resulting eligible register for this examination will be used to fill vacancies in the Department of Children and Family Services.

AVAILABLE SHIFT: Any

APPLICATION AND FILING INFORMATION:

APPLICATIONS MUST BE FILED ONLINE ONLY.

Applicants are required to submit a standard Los Angeles County Employment Application online and complete the **Supplemental Questionnaire** to be considered for this examination. Paper application and/or resumes cannot be accepted in lieu of online application. We must receive your application by 5:00 p.m., PST, on the last day of filing.

All applicants MUST complete the filing process ONLINE (via electronic submission). Applications will not be accepted by mail, fax, or in person.

Applications submitted by U.S. Mail, FAX, or in person will not be accepted. All required documents must be submitted at the time of filing or during the examination process. Any missing required documents not submitted by the deadline will result in your application being rejected as incomplete.

Note: If you are unable to attach the required documents, you may e-mail them to TawJ@dcfs.lacounty.gov. You may also fax the documents to (213) 738-6470. Please make sure to **reference your full name, examination title and number** on the subject line of your e-mail or in your fax.

Apply online by clicking on the green "apply" button at the top right of this posting. You can also track the status of your application by using this website.

All information is subject to verification. We may reject your application at any time during the examination and hiring process, including after appointment has been made. Falsification of any information may result in disqualification or rescission of appointment.

Fill out your application completely. The acceptance of your application depends on whether you have clearly shown that you meet the **Selection Requirements**. Provide any relevant education, training, and experience in the spaces provided, so we can evaluate your qualifications for the job. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed, and salary earned. If your application is incomplete, it will be rejected.

SOCIAL SECURITY NUMBER: All applicants MUST enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e., 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES: For candidates who may not have regular access to a computer or the Internet, applications can be completed on computers at public libraries throughout Los Angeles County.

NO SHARING OF USER ID AND PASSWORD: All applicants must file their application online using their OWN user ID and password. Using a family member or a friend's user ID and password may erase a candidate's original application record.

California Relay Services Phone: (800) 735-2922

ADA Coordinator Email: TawJ@dcfs.lacounty.gov

Teletype Phone: (800) 899-4099

Alternate Teletype Phone: (800) 897-0077

Department Contact Name: Jason Taw

Department Contact Phone: (213) 351-5898

Department Contact Email: TawJ@dcfs.lacounty.gov

COUNTY OF LOS ANGELES Employment Information

Any language contained in the job posting supersedes any language contained below.

Your Responsibilities:

1. Completing Your Application:

- a. Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.
- b. Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.
- c. Your Social Security Number must be included for record control purposes. Federal law requires that all employed persons have a Social Security Number.
- d. To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.

2. Minimum or Selection Requirements are listed in the job posting.

- a. YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THESE REQUIREMENTS. The information you give will determine your eligibility and is subject to verification at any time.
- b. You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.
- c. Your experience may be paid or unpaid unless the job posting states otherwise. Experience is evaluated on the basis of a verifiable 40-hour week.

3. Application Deadline:

- a. All job applications must be completed and submitted by the last day of the filing period and closing time indicated on the job posting. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.
- b. Applications for positions designated "Apply in Person" must be filed in person at the address provided on the job posting.

4. Change of Name or Address:

To change personal information such as your name or address, log into your profile and make the necessary change. This can be done at any time.

5. Promotional Examinations:

- a. Some of your experience may have been in a position in which such work is not typically performed. If such experience is permitted as indicated on the job posting, a signed Verification of Experience Letter (VOEL) signed by your department's Human Resources Office must be attached to your application unless otherwise stated on the job posting.
- b. If indicated on the job posting, permanent employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or at the time of filing for open continuous exams.

6. Equal Employment Opportunity/Non-Discrimination Policy:

- a. It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex,

Social Security Act of 2004: Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

Record of Convictions: As part of the selection process you may be required to complete and submit a Candidate Conviction History Questionnaire (CCHQ). PLEASE DO NOT SUBMIT THE CCHQ WITH YOUR APPLICATION, unless instructed to do so. A full disclosure of all convictions is required, when requested. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

For more information regarding convictions that are not subject to disclosure, please refer to the CCHQ from the link below:
http://file.lacounty.gov/dhr/CCHQ_2014.pdf

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number on the job posting. The County will attempt to meet reasonable accommodation requests whenever possible.

Veteran's Credit: In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: During a declared war; -or- During the period April 28, 1952 through July 1, 1955; -or- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; -or- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

COUNTY OF LOS ANGELES Employment Information

Any language contained in the job posting supersedes any language contained below.

national origin, age, sexual orientation or disability.

b. If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process for a physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR LISTED ON THE JOB POSTING. The provision of reasonable accommodation may be subject to verification of disability as allowable with State and Federal law. All disability-related information will remain confidential.

Disclaimer: The County of Los Angeles is not responsible or in any way liable for any computer hardware or software malfunction which may affect the employment application or the application selection process.

You assume all responsibility and risk for the use of this system and the Internet generally. This system and the information provided on it are provided on an "as is" and "as available" basis without warranties of any kind, either express or implied. No advice or information given by the County of Los Angeles or its respective employees shall modify the foregoing or create any warranty.

The County of Los Angeles expressly disclaims any warranty that the information on this system or on the Internet generally will be uninterrupted or error free or that any information, software or other material accessible from the system is free of viruses or other harmful components. You shall have no recourse against the County of Los Angeles as the system provider for any alleged or actual infringement of any proprietary rights a user may have in anything posted or retrieved on our system.

The County of Los Angeles shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this system, or otherwise arising out of the use of this system, the Internet generally or on any other basis.

NOTE: Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the Internet.

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Benefit Information: Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) - unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit.

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

The California Fair Employment and Housing Act (Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

Test Preparation: Study guides and other test preparation resources may be accessed through the Department of Human Resources website at: <http://hr.lacounty.gov>. Additional test preparation resources may be listed on the job posting.

Accreditation Information: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

APPLICATIONS MAY BE FILED ONLINE AT:

<http://hr.lacounty.gov>

Los Angeles, CA 90010

Position #T2525E

SENIOR APPLICATION DEVELOPER/WEB DEVELOPMENT

JT

SENIOR APPLICATION DEVELOPER/WEB DEVELOPMENT Supplemental Questionnaire

* 1. Which of the following best describes your level of education?

- ☐ High School or equivalent
- ☐ Some College
- ☐ Associate's Degree
- ☐ Bachelor's Degree or higher

* 2.

If you have a Bachelor's degree or higher, did you attached a legible copy of your official diploma or official transcripts which shows the area of specialization to your online application?

- ☐ Yes
☐ No

* 3. How many years of experience do you have at the level of Application Developer II in the service of Los Angeles County?

- ☐ No experience to less than 1 year
☐ 1 year to less than 2 years
☐ 2 years to less than 3 years
☐ 3 years to less than 4 years
☐ 4 years or more

* 4. How many years of full-time, paid experience do you have within the last five (5) years coding, testing, and debugging application programs?

- ☐ No experience to less than 1 year
☐ 1 year to less than 2 years
☐ 2 years to less than 3 years
☐ 3 years to less than 4 years
☐ 4 years or more

* 5. How many years of full-time, paid experience do you have within the last five (5) years in web development? Web development is defined as the creation and modification of complex web applications interface with existing business web systems utilizing ASP.NET, MVC, JavaScript, HTML, jQuery, CSS, C#, XML, JSON, SQL, or any other web tools. Web applications can be run in any devices such as desktop, tablet or mobile in responsive web design mode.

- ☐ No experience to less than 1 year
☐ 1 year to less than 2 years
☐ 2 years to less than 3 years
☐ 3 years to less than 4 years
☐ 4 years or more

* Required Question



COUNTY OF LOS ANGELES
invites applications for the position of:

SENIOR COMMUNITY WORKER

SALARY: \$2,836.00 - \$4,126.74 Monthly
\$34,032.00 - \$49,520.88 Annually

OPENING DATE: 06/21/16

CLOSING DATE: 07/12/16 05:00 PM

POSITION/PROGRAM INFORMATION:

Department of Mental Health
Exam Number: b8105A
First Day of Filing: 06/22/2016
Departmental Promotional Job Opportunity

Current employees in the unclassified service who meet the following criteria also qualify to participate in this exam:

1) Unclassified employees who have attained permanent County status on a classified position by successful completion of the initial probationary period, with no break in service since leaving the classified service. 2) Full-time employees in the unclassified service with at least six months of full-time experience in the unclassified service at the time of filing or by the last day of filing.

DEFINITION:

Develops programs and program resources designed to assist clients/patients to overcome physical health, mental health, and social-adjustment-related problems.

CLASSIFICATION STANDARDS:

Positions allocable to this senior-level class typically function under the direction of higher-level professional staff such as a Clinical Social Worker, Psychologist, or Public Health Investigator, and assists in areas of community organization, program development, and training. Incumbents work to gain community support and assistance in programs and projects, and advocate for interests, needs, and concerns of clients and family members who receive County-sponsored physical health, mental health, and social services. Senior Community Worker is distinguished from Community Worker in that the latter performs a more narrow range of assignments typically focused on the provision of direct observation and basic services to clients.

ESSENTIAL JOB FUNCTIONS:

Organizes and coordinates the activities of community groups in the solution of a range of community problems including substance abuse, juvenile delinquency, homelessness, and mental illness.

Develops partnerships with diverse community and client groups including advocacy, self-help, family alliances, and parents.

Assists clients, family members, and caregivers to develop and implement client-directed councils and self-governed client entities and groups.

Builds consensus and raises public awareness concerning community needs.

Coordinates ongoing enhancements to client, family member, and caregiver participation in departmental planning and program development.

Manages a caseload to provide assistance to clients/patients in obtaining employment training, jobs, housing, and other services.

Compiles and updates the Narcotics Information Services Directory for County and community agencies involved in substance abuse counseling and treatment.

Performs initial investigations of Section 600 complaints and determines whether parental counseling or legal action is warranted.

Provides non-therapeutic counseling to mentally ill and substance-abusing criminal offenders to assist in the rehabilitation and recovery process and to provide supportive services as needed.

Interviews CEP enrollees to determine appropriate job placement and performs follow-up interviewing during training period.

Conducts orientation and group rehabilitation sessions for Methadone patients, mental health services consumers with co-occurring substance abuse disorders, or substance abusers attempting to overcome addiction.

Assists in the development and implementation of programs designed to educate and inform community residents of benefits and services offered by the Departments of Health Services, Mental Health, Public Health, and Probation.

Works directly with school officials, teachers, and parents to counsel youth probationers and arbitrate conflict in order to prevent further delinquency.

Assists professional staff in developing and implementing programs designed to promote mental/physical health, prevent substance abuse, and facilitate treatment.

Coordinates the development of community resources in resolving problems of employment, housing, education, health, and social adjustment.

Assists professionals in planning, developing, and implementing special programs designed to provide staff with education and experience in dealing with mental ill or substance-abusing clients.

Has immediate charge of a sub-office for the VISTO (Volunteers in Service to Offenders) program and recruits volunteers to assist probationers in their rehabilitation and social readjustment.

Counsels clients at a mental health clinic on problems such as depression, substance abuse, or sexual behavior.

REQUIREMENTS:

MINIMUM REQUIREMENTS:

TRAINING AND EXPERIENCE:

Two years of experience as a Community Worker* in the County of Los Angeles.

LICENSE:

A valid California Class C Driver License or the ability to utilize an alternate method of transportation when needed to carry out job-related essential functions.

PHYSICAL CLASS:

Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

SPECIAL REQUIREMENT INFORMATION:

*To qualify, applicant must currently hold, or have held the Los Angeles County payroll title of Community Worker for the required period of time. No Out-of-Class experience or Verification of Experience Letters will be accepted for this examination.

Withhold Information: Permanent employees who have completed their initial probationary period and hold qualifying payroll title may file for this examination if they are within six months of meeting the experience requirements by the last day of filing. However, the names of such employees will be withheld from the certification list until the required experience is fully met.

ADDITIONAL INFORMATION:

EXAMINATION CONTENT: This examination will consist of an evaluation of experience based upon application information weighted 50% and an Appraisal of Promotability weighted 50%.

The Appraisal of Promotability is designed to measure knowledge and skills, verbal and written communication, adaptability, work habits and attitudes, problem solving, and personal and public relations skill.

Candidates must achieve a passing score of 70% or higher on each weighted part of the exam in order to be placed on the eligible list.

ELIGIBILITY INFORMATION: The names of the candidates receiving a passing score on the examination will appear on the eligible list in the order of their score group for a period of twelve (12) months following the date of eligibility.

VACANCY INFORMATION: The resulting eligible list for this examination will be used to fill vacancies within the Department of Mental Health, Public Guardian's Office.

APPLICATION AND FILING INFORMATION: All applicants are required to submit a Standard County of Los Angeles Employment Application online only. Resumes cannot be accepted in lieu of applications, although resumes may be uploaded as attachments to the applications. This examination will remain open until the need of the Department is met and is subject to closure without prior notice.

We must receive your application by 5:00 pm, PST, on the last day of filing.

Additional documents may be sent to exams@dmh.lacounty.gov, please include exam number and exam title in the subject line.

The acceptance of your application will depend on whether you have clearly shown that you meet the Minimum Requirements. Please be sure your application indicates complete information, including dates for education and jobs held which relate to this position. For each job held, give the name and addresses of your employer, job title, beginning and end dates, description of work performed, total number of hours worked (full or part-time), and salary earned. Resumes showing training and experience may be attached to the Los Angeles County Application. All information and records are subject to verification.

Falsification of records can result in disqualification from the examination or termination of employment.

SOCIAL SECURITY NUMBER: All applicants must enter a valid social security number at the time of filing. Entering anything other than a valid social security number (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES: For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

NO SHARING OF USER ID, E-MAIL AND PASSWORD: All applicants must file their application using their own user ID and password. Using a family member's or friend's user ID and password may erase a candidate's original application record.

DEPARTMENT CONTACT:

HR Examinations Unit: (213) 972-7034

Nicholas Jordan, Exams Analyst
(213) 972-7047
najordan@dmh.lacounty.gov

ADA COORDINATOR PHONE: (213) 972-7034

TELETYPE PHONE: (800) 735-2922

CALIFORNIA RELAY SERVICES PHONES: (800) 735-2922

COUNTY OF LOS ANGELES
Employment Information

Any language contained in the job posting supersedes any language contained below.

Your Responsibilities:

1. Completing Your Application:

- a. Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.
- b. Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.
- c. Your Social Security Number must be included for record control purposes. Federal law requires that all employed persons have a Social Security Number.
- d. To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.

2. Minimum or Selection Requirements are listed in the job posting.

- a. YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THESE REQUIREMENTS. The information you give will determine your eligibility and is subject to verification at any time.
- b. You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.
- c. Your experience may be paid or unpaid unless the job posting states otherwise. Experience is evaluated on the basis of a verifiable 40-hour week.

3. Application Deadline:

- a. All job applications must be completed and submitted by the last day of the filing period and closing time indicated on the job posting. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.
- b. Applications for positions designated "Apply in Person" must be filed in person at the address provided on the job posting.

4. Change of Name or Address:

To change personal information such as your name or address, log into your profile and make the necessary change. This can be done at any time.

5. Promotional Examinations:

- a. Some of your experience may have been in a position in which such work is not typically performed. If such experience is permitted as indicated on the job posting, a signed Verification of Experience Letter (VOEL) signed by your department's Human Resources Office must be attached to your application unless

Social Security Act of 2004: Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

Record of Convictions: As part of the selection process you may be required to complete and submit a Candidate Conviction History Questionnaire (CCHQ). PLEASE DO NOT SUBMIT THE CCHQ WITH YOUR APPLICATION, unless instructed to do so. A full disclosure of all convictions is required, when requested. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

For more information regarding convictions that are not subject to disclosure, please refer to the CCHQ from the link below:

http://file.lacounty.gov/dhr/CCHQ_2014.pdf

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number on the job posting. The County will attempt to meet reasonable accommodation requests whenever possible.

Veteran's Credit: In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: During a declared war; -or- During the period April 28, 1952 through July 1, 1955; -or- For more

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otherwise stated on the job posting.

b. If indicated on the job posting, permanent employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or at the time of filing for open continuous exams.

6. Equal Employment Opportunity/Non-Discrimination Policy:

a. It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.

b. If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process for a physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR LISTED ON THE JOB POSTING. The provision of reasonable accommodation may be subject to verification of disability as allowable with State and Federal law. All disability-related information will remain confidential.

Disclaimer: The County of Los Angeles is not responsible or in any way liable for any computer hardware or software malfunction which may affect the employment application or the application selection process.

You assume all responsibility and risk for the use of this system and the Internet generally. This system and the information provided on it are provided on an "as is" and "as available" basis without warranties of any kind, either express or implied. No advice or information given by the County of Los Angeles or its respective employees shall modify the foregoing or create any warranty.

The County of Los Angeles expressly disclaims any warranty that the information on this system or on the Internet generally will be uninterrupted or error free or that any information, software or other material accessible from the system is free of viruses or other harmful components. You shall have no recourse against the County of Los Angeles as the system provider for any alleged or actual infringement of any proprietary rights a user may have in anything posted or retrieved on our system.

The County of Los Angeles shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this system, or otherwise arising out of the use of this system, the Internet generally or on any other basis.

than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; -or- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit.

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

Los Angeles County Child Support Compliance

Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

The California Fair Employment and Housing Act (Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital

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NOTE: Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the Internet.

status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

By accepting the Use Disclaimer set forth here, you agree to all of the above terms and further agree to use this Online Job Employment Application System only for the submission of bona fide employment applications to the County of Los Angeles. Any other use of this Online Job Employment Application System, including without limitation any copying, downloading, translation, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

Test Preparation: Study guides and other test preparation resources may be accessed through the Department of Human Resources website at: <http://hr.lacounty.gov>. Additional test preparation resources may be listed on the job posting.

Accreditation Information: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

Benefit Information: Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) – unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://hr.lacounty.gov>

Los Angeles, CA 90010

Position #b8105A
SENIOR COMMUNITY WORKER
NJ

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
San Antonio Family Center**

**VACANCY ANNOUNCEMENT
Staff Assistant I**

San Antonio is seeking a highly-motivated and well organized individual to fill the full-time position of Staff Assistant I (SAI) in our very busy and growing program. We are looking for an individual with strong communication skills and a team work approach to duties. San Antonio Family Center, located in Huntington Park (SPA 7), provides therapeutic services to children, adolescents and CalWORKs participants.

RESPONSIBILITIES:

- Support the CalWORKS unit and assist with the Children's unit as needed
- Type, format and create documents for daily operations of the program
- Processing Special Requests
- Create Service Requests
- Process Paperwork for newly hired staff
- Running and clearing IBHIS reports
- PEI data entry into OMA
- Complete correspondence, reports, memos and emails as assigned by the Program Head
- Provide general administrative/clerical duties to assist the clerical staff in covering the front desk as needed
- Time keeping
- Supervision of ITCs in the absence of their direct supervisor
- Other duties as assigned by the Program Head

DESIRABLE QUALIFICATIONS:

- Strong organizational skills and highly flexible
- Good problem solving skills with the ability to multi-task and prioritize work independently
- Ability to work as a team member and with various disciplines
- Excellent communication skills and customer service skills
- Knowledge of the Department's Policies and Procedures
- Proficient at using various computer programs including Microsoft Word, Excel, Outlook, and IHBIS System.
- Supervisory Experience

Interested candidates holding the payroll title of Staff Assistant I should submit their resume, last two (2) Performance Evaluations and last two (2) years of master time cards to: **Santty Rosales:** Office (323)584-3720 Fax (323) 277-4674.

Please respond no later than July 15th, 2015.

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
San Antonio Family Center**

VACANCY ANNOUNCEMENT
(DEPARTMENT OF MENTAL HEALTH EMPLOYEES ONLY)

Senior Typist Clerk-Spanish Speaking

San Antonio Family Center is seeking to fill a full time STC position within its Child and Adolescent Program. We are seeking a highly-motivated, organized and competent individual to lead the support staff team.

Essential Job Functions:

- Supervise 4 Intermediate Typist Clerks (ITCs)
- Oversight of ITC assignments and daily workflow: Reception coverage entering Admission Bundles; completing Pre- Admit discharges; completing cash reconciliations; completing Bus Token Reconciliation; assigning pins to clients in My Health Point
- Running 270 Report in IBHIS for clerical staff;
- Responsible for posting claims in IBHIS: including checking financial eligibility, system-wide registrations and family registrations in IHBIS;
- Scanning documents/paperwork into IBHIS;
- Serve as primary back-up Time Keeper;
- LUA for IBHIS and My Health Point;
- Oversee deposits, petty cash and bus token disbursement
- Completion of Performance Evaluations
- Other duties as assigned by the Staff Assistant or Program Head

DESIRABLE QUALIFICATIONS:

- Supervising experience
- Knowledge of the Department's Policies and Procedures
- Highly organized and excellent communication skills
- Ability to work as a team members and with various disciplines
- Proficient at Microsoft Word, Excel, Outlook, and IBHIS System.
- Excellent Customer Service Skills
- Flexible with the ability to multi-task

Interested Individuals currently holding the payroll title of STC are encouraged to email or fax a cover letter along with their resume, last 2 performance evaluations and 2 years of the master time card to:

Sanitty Rosales 323-584-3720 Fax: 323.277.4674

Srosales@dmh.lacounty.gov

Please respond no later than July 15th, 2016